

**DESIGNATED SUBJECTS VOCATIONAL EDUCATION TEACHING CREDENTIALS**  
(Regulations effective 5/10/95)

Vocational education teaching credentials are issued to individuals who meet the requirements listed below and who apply through and are recommended by either a Commission-approved Local Education Agency (LEA) or by an Employing School District (ESD). A list of approved LEAs (form CL-506) is enclosed. Reference: Title 5, California Code of Regulations, Sections 80034, 80034.5, 80035, 80035.1, 80035.5, 80036.5, 80042, and 80569.

**REQUIREMENTS FOR THE FULL-TIME VOCATIONAL CREDENTIAL**

For the five-year\* **preliminary** credential:

1. Verification of five years of work experience directly related to each subject to be named on the credential. One year shall equal a minimum of 1500 clock hours and the experience may be either full or part-time, or paid or unpaid. 48 semester units of postsecondary vocational training, related to the subject to be named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of work experience. This substitution may be made on a pro rata basis up to the two year maximum.

At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. Teaching is not generally accepted as work experience. However, for the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1500 clock hours:

- a. work experience
  - b. vocational teaching experience
  - c. college level related course work
  - d. non-college related course work
  - e. occupational internship
2. Possession of a high school diploma **OR** diploma based on passage of the GED Test **OR** possession of the foreign equivalent of a high school diploma.
  3. Completion of a two semester (or three quarter) unit course in the provisions and principles of the United States Constitution or passage of an examination in the subject given by a regionally accredited college or university.
  4. Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and professional clear credentials, including Level I and Level II requirements of the program of personalized preparation.

**\*Period of Validity:** An initial preliminary full-time vocational education teaching credential issued on the basis of the applicant's satisfaction of requirements 1 through 4, specified above, shall be valid for five years, but shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met all Level I requirements of a Commission-approved program of personalized preparation. Such verification shall be submitted on a form provided by the Commission to the credential holder's ESD and to the Commission on Teacher Credentialing by the Commission-approved LEA at which Level I requirements were completed. If the credential holder's ESD is not known to the LEA, such verification shall be provided directly to the credential holder.

**Note:** A preliminary full-time vocational credential valid for ONE YEAR may be issued to applicants who have completed all requirements except #3, U.S. Constitution. The credential may be extended to its full five-year term upon application once that requirement has been met.

For the **clear** credential or **professional clear** credential (initially issued July 1, 1996):

1. Possession of a valid preliminary full-time vocational education teaching credential.
2. Verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary vocational education teaching credential. Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject(s) authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid preliminary full-time vocational education teaching credential.

3. Verification by an LEA that the applicant has completed all Level I and Level II requirements of a Commission-approved program of personalized preparation.
4. Completion of a unit requirement in health education, including, but not limited to, nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) which meets, or is equivalent to, the standards set by the American Heart Association in its Heartsaver course (adult and pediatric heartsaver) or the community CPR course (includes adult, infant, and child CPR; choke rescue; and rescue breathing) offered by the American Red Cross.

**For renewal of the clear or professional clear credential:**

A clear full-time vocational education teaching credential is renewable on the basis of submission of a completed application and payment of the required credential application fee. A professional clear full-time vocational education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of a completed application, payment of the required credential application fee, and verification of completion of 150 clock hours of professional growth.

**Authorization:** The preliminary or clear (or professional clear) full-time vocational education teaching credential authorizes the holder to teach the subjects named on the credential in grades 12 and below, and in classes organized primarily for adults, in technical, trade or vocational courses which shall be part of a program of technical, trade or vocational education. In addition, the holder may serve as a substitute in any vocational class for up to 30 days for any one teacher during the school year.

## **REQUIREMENTS FOR THE PART-TIME VOCATIONAL CREDENTIAL**

**For the five-year\* preliminary credential:**

1. Verification of five years of work experience directly related to each subject to be named on the credential. The experience and the subjects that can be named on the part-time credential are the same as those specified for the full-time credential.
2. Possession of a high school diploma **OR** diploma based on passage of the GED Test **OR** possession of the foreign equivalent of a high school diploma.
3. Verification, signed by a Commission-approved LEA, or by an ESD authorized to do so by a Commission-approved LEA, in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and professional clear credentials, including the program of personalized preparation.

**\*Period of Validity:** An initial preliminary part-time vocational education teaching credential issued on the basis of the applicant's satisfaction of requirements 1 through 3, specified above, shall be valid for five years, but shall authorize service for no more than two years from the date of issuance of the credential unless the holder presents verification of having met all Level I requirements of a Commission-approved program of personalized preparation. Such verification shall be submitted on a form provided by the Commission to the credential holder's ESD and to the Commission on Teacher Credentialing by the Commission-approved LEA at which Level I requirements were completed. If the credential holder's ESD is not known to the LEA, such verification shall be provided directly to the credential holder.

**For the clear credential or professional clear credential (initially issued July 1, 1996):**

1. Possession of a valid preliminary part-time vocational education teaching credential.
2. Verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary vocational education teaching credential. Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject(s) authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid preliminary part-time vocational education teaching credential.
3. Verification by an LEA that the applicant has completed all Level I requirements of a Commission-approved program of personalized preparation.
4. Completion of a unit requirement in health education, including, but not limited to, nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) which meets, or is equivalent to, the standards set by the American Heart Association in its Heartsaver course (adult and pediatric heartsaver) or the community CPR course (includes adult, infant, and child CPR; choke rescue; and rescue breathing) offered by the American Red Cross.

**For renewal of the clear or professional clear credential:**

A clear part-time vocational education teaching credential is renewable on the basis of submission of a completed application and payment of the required credential application fee. A professional clear part-time vocational education teaching credential that is initially issued on or after July 1, 1996, is renewable on the basis of submission of a completed application; payment of the required credential

application fee; verification of completion of 75 clock hours of professional growth; and verification of two years of work experience, completed during the five year period of validity of the professional clear credential, directly related to the subject named on the credential.

**Authorization:** The preliminary or clear (or professional clear) part-time vocational education teaching credential authorizes the holder to teach not more than half-time in the subject named on the credential in grades 12 and below, and in classes organized primarily for adults, in technical, trade or vocational courses which shall be part of a program of technical, trade or vocational education. For the purpose of this credential, half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for vocational educators in that school district. Half-time for the holder of this credential who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for vocational educators in any one of the districts.

**Note:** Requested subjects that do not appear below will be placed within an existing subject, if it can be subsumed within that existing subject. Additional subjects may be added from time to time to accommodate new or emerging subjects.

### **Verification of Work Experience**

Title 5 Regulations require verification of five years of work experience or its equivalent related to each subject to be named on the credential. Verification of work experience means confirmation of the applicant's qualifying experience, in writing, signed by the applicant's past or present employer(s) on company letterhead that attests to and or includes all of the following: 1) employer's name, address and telephone number; 2) the working relationship of the person signing the verification to the applicant; 3) beginning and ending dates of employment; 4) complete description of duties; and 5) a statement as to whether or not the employment was full-time; if employment was less than full-time, an accounting of the number of hours the applicant was employed. If the applicant was self-employed or if the applicant's experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in 1) through 5) above, and must be further substantiated, in writing, by other person(s) having first-hand knowledge of the applicant's self-employment or avocation, such as the applicant's accountant, major supplier of goods, or major user of goods or services.

### **Subjects that can be listed on the credential**

- A** accounting occupations; agriculture business management and marketing; agriculture mechanics; airframe and powerplant mechanics; amusement and theme park occupations; animal care; animal control; animal production; athletic trainer; automobile detailing; automotive body repair and refinishing; automotive brake installation and repair; automotive electrical systems service and repair; automotive heating and air-conditioning service; automotive mechanics; automotive parts counterperson; automotive suspension and steering repair; automotive transmission and transaxle service and repair; avionics
- B** banking; barbering; bicycle repair; biomedical equipment technology; boat building; business management
- C** carpentry; child care; clothing, alteration and repair; commercial art; commercial diving; commercial photography; communications electronics; computer applications; computer assisted manufacturing; computer electronics; computer maintenance and repair; computer programming; computer systems operation; concrete placing and finishing; construction equipment operation; construction inspection; control system maintenance and repair; cosmetology; court reporting; crop production; custodial services; customer service representative
- D** dental services; diesel equipment mechanics; dietetics and nutrition service; drafting occupations; drywall installation; elderly care services (non-medical)
- E** electric motor repair; electrical power distribution; electrician; electronic consumer products service; electronic publishing; electronics assembly; energy, environment and resource management; engine performance technician; engineering occupations; event and conference planning

- F** fabric maintenance services; family and human service occupations; fashion design; fashion manufacturing (factory and custom); fashion merchandising; financial management and services; fire control and safety; fire fighting; fire sprinkler installation; floor covering installation; floriculture and floristry; food and beverage production and preparation; food and beverage services; forestry, natural resources and rural recreation; foundry work; furniture making, finishing and refinishing
- G** general contracting; glazing
- H** hazardous materials occupations; health care biotechnology services; health care diagnostic services; health care information services; health care preventive services; health care supportive services; heating, air-conditioning and ventilation installation and service; heavy equipment maintenance and repair; hotel and lodging occupations; hybrid microelectronics
- I** income tax preparation; industrial ceramics manufacturing; industrial electronics; industrial maintenance; information processing; information systems management; instrument repair; insurance occupations; interior design; interior maintenance (residential and commercial); international trade; interpreter for the deaf
- J** jewelry design, fabrication, and repair; journalism occupations
- L** landscaping; lathing; law enforcement occupations; legal office occupations; locksmithing and safe repair
- M** machine tool operation and machine shop; major appliance repair; manicuring and pedicuring; marine power plant maintenance and repair; marketing; masonry; medical office services; metal fabrication; millwork and cabinet making; motor sweeper operator; motorcycle service and repair; multimedia production
- N** nursing services
- O** office machine repair; office occupations; optical goods work; ornamental nursery operation
- P** painting-construction; personnel administration occupations; pipefitting and steamfitting; plastering; plastics and composites manufacturing occupations; plumbing; pool and spa service; printing and graphics occupations; product development, testing and demonstration; protective and security services
- R** real estate; recreation; refrigeration installation and maintenance; residential and commercial repair and remodeling; robotics; roofing
- S** secretary/stenographer; sheet metal fabrication; shoe repair; small appliance repair; small business ownership and/or management; small engine service and repair; stage technology; structural and reinforcement ironwork; structural pest control; surveying
- T** teaching/teacher aide; technical illustration; telecommunications; textile design; textile production and fabrication; therapeutic services; tile setting; tool and die making; tow truck operation; travel services; truck and bus driving
- U** upholstering
- W** warehousing; water treatment; welding